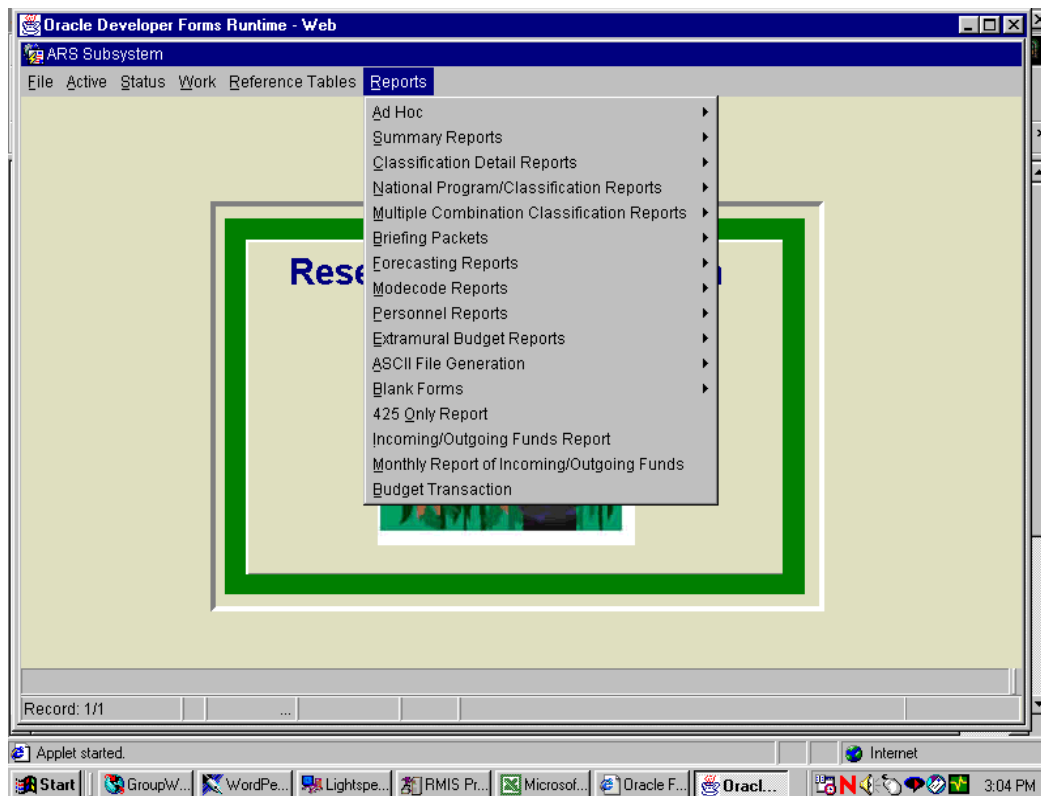


Chapter 12. Reports

Reports - General Information/Descriptions	2-3
Classification Detail Reports	3-8
Ad Hoc Reports	9-17
Summary Reports	18
Briefing Packets	19-21
Multiple Class Combination Reports	coming soon
General Helpful Information	22

Reports - General Information/Descriptions

In order to obtain reports from ARIS, from the Research Documentation screen, click on “Reports” on the toolbar and a listing of the possible reports will be displayed. All report options have been consolidated into this one location. Click on the appropriate report and your options will be displayed. Some reports will be “canned” reports, where you simply view and/or print. Other reports will require querying the system to create the user specific report. A description of each option under the reports heading is listed below.



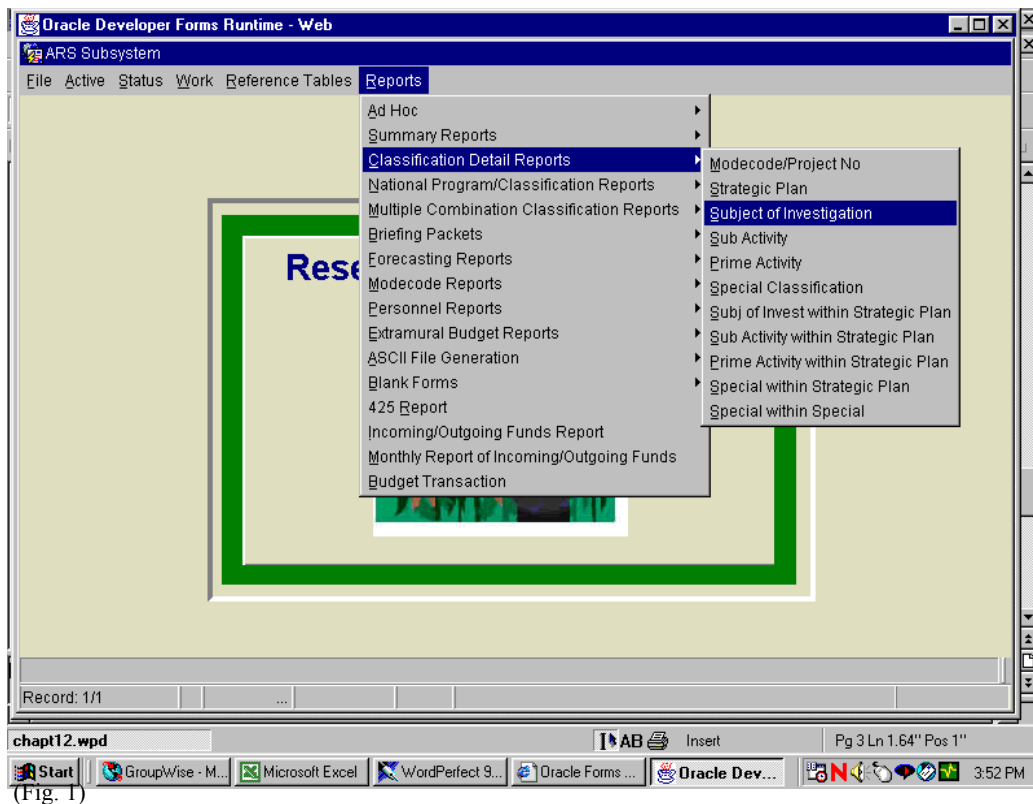
Report Names	Description
Ad hoc	Ad hoc reports allow the user to search and retrieve data from ARIS with customized query capabilities. Searching is available for text fields, code fields, dollar value fields and percentage fields. (Similar to Active Retrievals in RMIS, but with much more capability)

Summary Reports	These are “canned” reports. No querying is available. Options include: By Agency or Locations within - SOI, Activity, Special, and STP; By Location: SOI, Activity or Special; Responsibility: Various summaries by ADA or NPL.
Classification Detail Reports	Allows the user to search and retrieve data based on their specific needs. Options include: Mode code/Project No., Strategic Plan, Subject of Investigation, Subactivity, Special Classification, Codes within Strategic Plan, and Special within Special (not available yet). (Similar to Detail Reports in RMIS).
National Program/ Classification Reports	Allows the user to search and retrieve data based on National Programs. Options include: National Programs, SOI w/in National Program, Activity w/in National Program, Special w/in National Program, and REE w/in National Program.
Multiple Combination Classification Reports	Allows the user to search and retrieve data with a combination of two, three or four coding combinations.
Briefing Packets	Allows the user to print out information for the Agency, Location, Center or Management Unit. No searching is available. The user selects what is to be included in the packet and runs the report.
Forecasting Reports	Not available at this time. When available, table will be updated.
Modecode Reports	Not available at this time. When available, table will be updated.
Personnel Reports	Not available at this time. When available, table will be updated.
Extramural Budget Reports	Not available at this time. When available, table will be updated.
ASCII File Generation	For Salary Lapse and ARMPS use only.
Blank Forms	To print blank forms for data entry. See Chapter 4E.
425 Only Report	Not available at this time. When available, table will be updated.
Incoming/Outgoing Funds Report	Not available at this time. When available, table will be updated.
Monthly Report of Incoming/Outgoing Funds	Not available at this time. When available, table will be updated.
Budget Transactions	Not available at this time. When available, table will be updated.

Classification Detail Reports

Classification Detail Reports allows the user to search and retrieve data based on their specific needs.

In order to obtain a report by Subject of Investigation, one option is to go to Classification Detail Reports, under the Reports option on the toolbar (fig. 1). **NOTE:** There is usually more than one way to search and retrieve data from ARIS.



The query screen will be displayed (fig. 2). If unsure of the SOI code, click on the "?" to see a listing of all possible SOI codes (ex. Searching for *papaya*) (fig.2). Highlight the desired code and click on OK. The code will be inserted in the search screen. Add any other search criteria desired. (ex. Searching inhouse "D" projects, "A" active, in mode code 53 [PWA]) (fig. 3).

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Detail Reports

File Edit Forms Query Reports Help

ARIS Subject of Investigation Report

Query Query(Cont.)

Accession

Project No

Project Type ☐ D-Inhouse App ☐ S-Specific ☐ A-General C

Status ☐ Active

Project Title

SOI Code

Responsible Leader

Current FY Net to Loc

Current FY Gross to Loc

Next FY

SOI Codes

Find %papaya

Code	Description
0110	SOIL
0120	LAND
0199	SOIL AND LAND, GENERAL
0210	WATER RESOURCES
0310	RIVER BASINS
0320	WATERSHEDS

OK Cancel Find

Choices in list: 307

Record: 1/1

chapt12.wpd Pg 3 Ln 7.14" Pos 1"

Start GroupWise - M... Microsoft Excel WordPerfect 9... Oracle Forms... Oracle Dev... 3:55 PM

(Fig. 2)

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Detail Reports

File Edit Forms Query Reports Help

ARIS Subject of Investigation Report

Query Query(Cont.)

Accession Modecode 53

Project No Modecode Desc

Project Type ☒ D-Inhouse Appropriated ☐ R-Reimbursable Agreement ☐ T-Trust
☐ S-Specific Cooperative Agreement ☐ C-Contract ☐ G-Grant
☐ A-General Cooperative Agreement ☐ P-PL-480 Agreement ☐ X-Other

Status ☒ Active ☐ Pending ☐ Unfunded ☐ Terminated ☐ Expired

Project Title

SOI Code 1030 SOI Desc SOI Percent SY * SOI

Responsible Leader

Current FY Net to Loc Next FY Net to Loc

Current FY Gross to Loc Next FY Gross to Loc

Next FY

Record: 1/1

chapt12.wpd Pg 4 Ln 1" Pos 7.08"

Start GroupWise - M... Microsoft Excel WordPerfect 9... Oracle Forms... Oracle Dev... 4:01 PM

(Fig. 3)

Click on the Execute Query icon and a listing of all the projects that meet the search criteria will be displayed (fig. 4).

Oracle Developer Forms Runtime - Web
Agricultural Research Information System (ARIS) - Detail Reports

File Edit Action Record Forms Reports Help

ARIS **Subject of Investigation Report**

Proj Listing | Proj Info

☐ POSTHARVEST TREATMENTS FOR QUARANTINE SECURITY AND QUALITY
 MAINTENANCE OF TROPICAL COMMODITIES

Comm Cd 1030 020 %
 Comm Dol \$403,158
 Net to Loc \$2,015,792
 Start Date 04/17/2001
 Term Date 02/28/2003

Project 5320 43000 013 00 D Status A SY 0004.00
 STP(s) 4 3 2 2 100 % 0 0 0 0 000 %
 City HILO
 Modcode 53 20 03 40
 001 ARMSTRONG JOHN W

☐ PACIFIC BASIN TROPICAL PLANT GENETIC RESOURCES
 MANAGEMENT UNIT

Comm Cd 1030 010 %
 Comm Dol \$128,814
 Net to Loc \$1,288,138
 Start Date 10/01/2001
 Term Date 08/31/2003

Project 5320 21000 007 00 D Status A SY 0003.00
 STP(s) 2 1 1 3 060 % 2 1 1 4 040 %
 City HILO
 Modcode 53 20 03 45
 001 ZEE FRANCIS T

Record: 4/4 ... <OSC>

chapt12.wpd IAB Insert Pg 5 Ln 1.79" Pos 1"

Start GroupWise - M... Microsoft Excel WordPerfect 9... Oracle Forms ... Oracle Dev... 4:05 PM

(Fig. 4)

From the listing displayed, options include printing reports, viewing project information, or going to the 416 and viewing and/or printing the 416/417 information.

To print a project listing, click on “Reports” on the toolbar and the options will be displayed which include: create a report, create a report w/objective, create a report w/approach, or create a report with objective and approach. Click on the appropriate option and Adobe Acrobat will automatically display the report. To print, click on the Printer icon.

To view project information, click on the Proj Info. tab (fig. 5).

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Detail Reports

File Edit Action Record Forms Reports Help

Subject of Investigation Report

Proj Listing Proj Info

Project Accession Date Last Mod

Title

Modecode

Performing Organ.

City

State Zip

Comm Current FY () SY*Comm

Extramural Dollars Comm All FYs ()

Total Current FY ()

Total All FYs ()

Gross Dollars Comm Gross Gross to Loc

Record: 1/1 ... <OSC>

chapt12.wpd IAB Insert Pg 6 Ln 1" Pos 1"

Start GroupWise... Microsoft E... WordPerfe... Oracle For... Oracle ... 4:13 PM

(Fig. 5)

Information such as title, project and accession number, date last modified, mode code, and associated dollars will be displayed on this screen. In order to see the next project in the project listing, click on the arrows on the toolbar and the system will bring you to the next project without having to go back to the listing. If this information is desired in hard copy, a print screen can be obtained by clicking on “File” and then “Print.”

In order to go to the actual 416/417, highlight the project you would like to see from the listing, and then click on “Forms” and then “416” (fig. 6). Another listing will be displayed, along with all of the “tabs” to see the different pieces of the 416/417. Once viewing is complete, click on the Exit icon to go back to the original project listing.

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Detail Reports

File Edit Action Record Forms Reports Help

416 Data

ARIS Subject of Investigation Report

Proj Listing Proj Info

AREAWIDE INTEGRATED PEST MANAGEMENT OF FRUIT FLIES IN HAWAIIAN FRUITS AND VEGETABLES										Comm Cd	1030	010 %
										Comm Dol	\$0	
Project		0500 00044 007 00 D				Status	A	SY	0000.00		Net to Loc	\$0
STP(s)		2 2 2 4 100 %					0 0 0 0		000 %		Start Date	03/01/2000
City		HILO				Modecode	53 20 03 35				Term Date	02/28/2005
000		VARGAS		ROGER		I						

MOLECULAR PHYSIOLOGY APPROACHES FOR THE IMPROVEMENT OF TROPICAL CROPS										Comm Cd	1030	050 %
										Comm Dol	\$671,163	
Project		5320 21000 006 00 D				Status	A	SY	0002.00		Net to Loc	\$1,342,325
STP(s)		2 1 2 3 060 %					2 1 2 2		040 %		Start Date	12/23/1997
City		HILO				Modecode	53 20 03 35				Term Date	12/22/2002
001		MOORE		PAUL		H						

Record: 2/4 ... <OSC>

chapt12.wpd

Start GroupWise... Microsoft E... WordPerfe... Oracle For... Oracle ...

Pg 6 Ln 6.51" Pos 3.17"

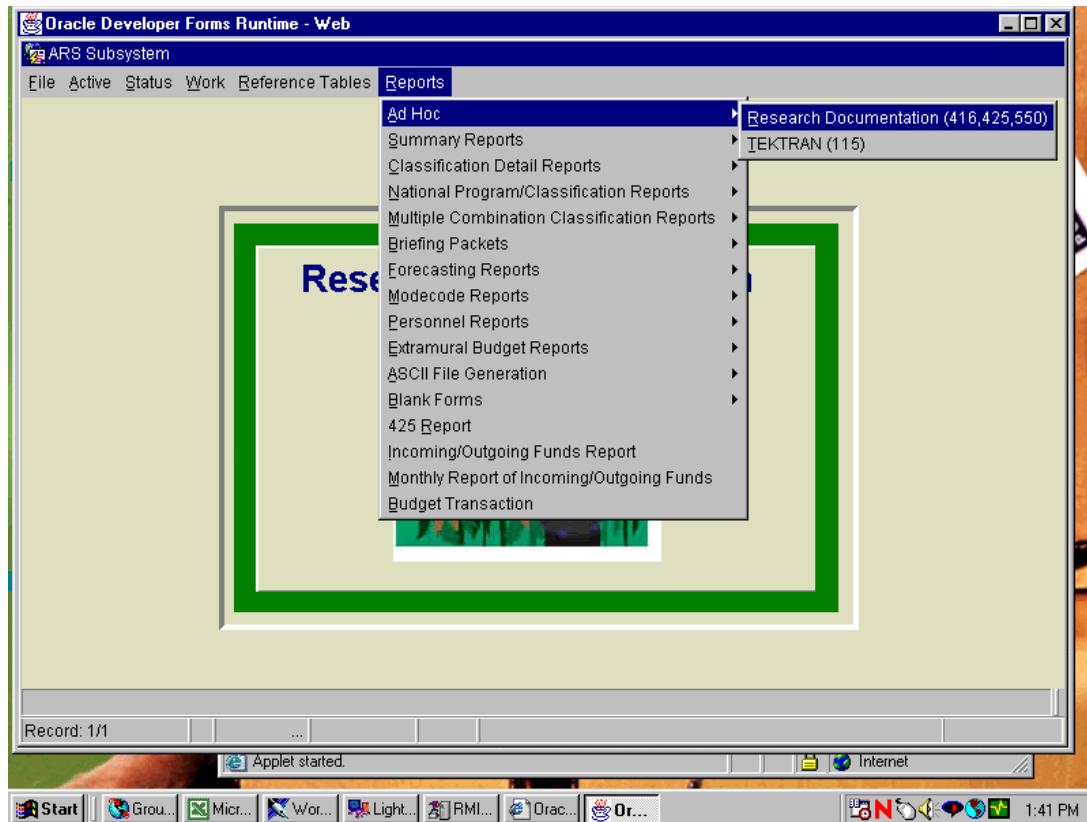
4:15 PM

(Fig. 6)

Ad Hoc Query

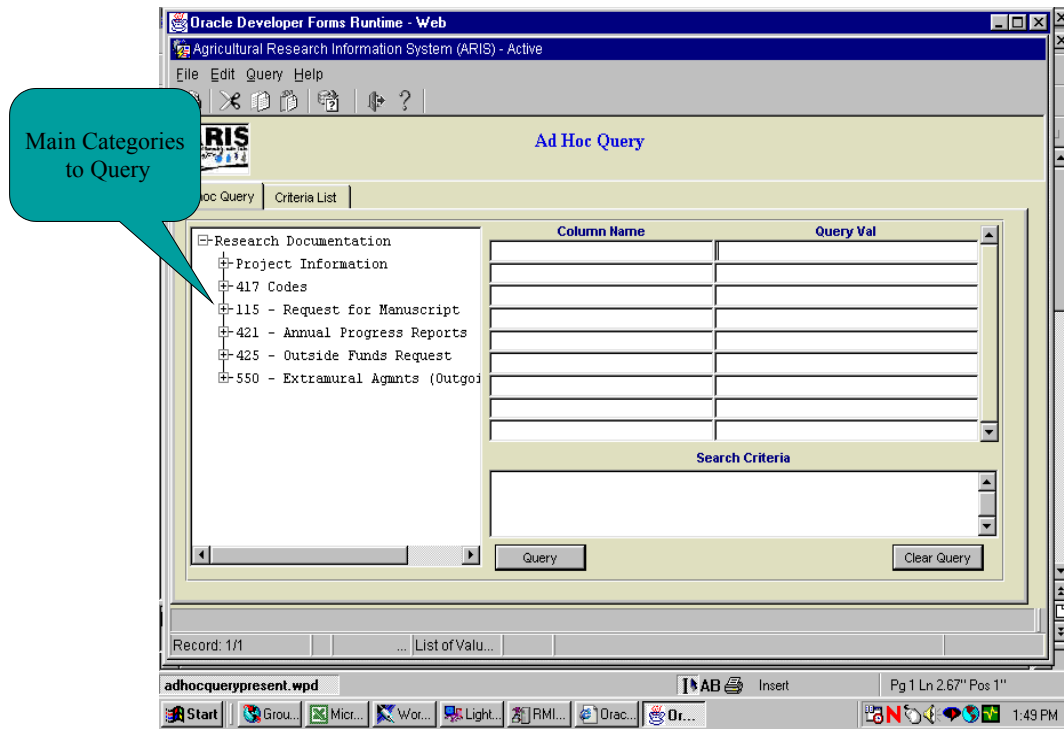
The Ad Hoc query option in ARIS allows users to search and retrieve data from ARIS with specific query capabilities. This option is similar to the Active Retrieval in RMIS but has many more capabilities and options.

From the Research Documentation screen, click on “Reports,” “Ad Hoc,” and “Research Documentation (416, 425, 550)” (fig. 1).

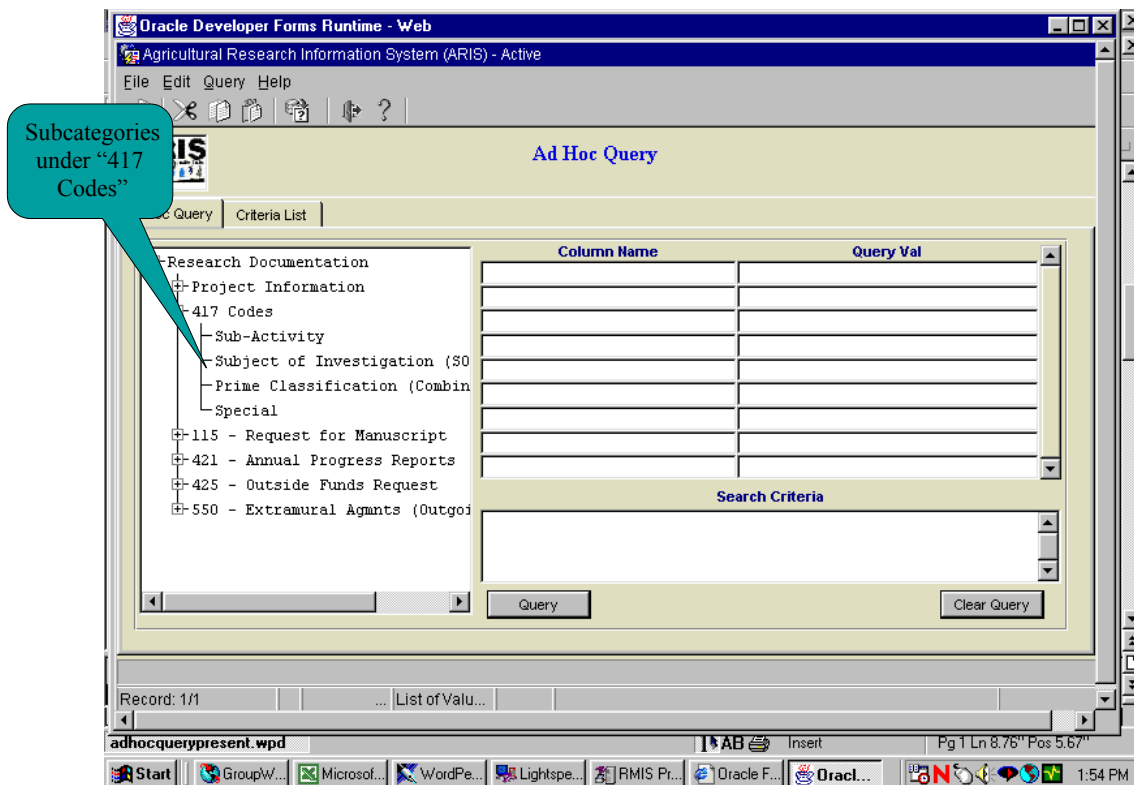


(Fig. 1)

A query screen will be displayed (fig. 2). This is a much different query screen than the other queries within ARIS. You will see on the lefthand side, a listing of main categories to search by: Project Information, 417 Codes, 115 Request for Manuscript, Annual Progress Reports, 425 Outside Funds Request, and 550 Extramural Agreements. Each main category has subcategories to search under. These are displayed by clicking on the “+” next to the category. For example, by clicking on the “+” next to the 417 codes, the following options are displayed: Sub-activity; Subject of investigation (SOI), Prime class; or Special. (fig. 3).



(Fig. 2)



(Fig. 3)

By clicking on any of the subcategory options, the listing of all possible query options will be listed in the boxes to the right under Column Name. For example, if you click on SOI, under column name, SOI code(s) and Percent % will be displayed (fig. 4). These are the two options for searching under SOI.

The screenshot shows the 'Oracle Developer Forms Runtime - Web' window for the 'Agricultural Research Information System (ARIS) - Active'. The main title is 'Ad Hoc Query'. Below the title bar, there is a menu bar with 'File', 'Edit', 'Query', and 'Help'. The main content area is divided into two panes. The left pane shows a tree view of the system structure, with 'Research Documentation' expanded to show 'Project Information' and '417 Codes'. The right pane displays a table of query options under the heading 'Column Name' and 'Query Val'. The table has two columns: 'Column Name' and 'Query Val'. The first row shows 'SOI Code(s)' and '3410'. The second row shows 'Percent %'. Below the table, there is a 'Search Criteria' section with a text area and a 'Query' button. At the bottom of the window, there is a status bar showing 'Record: 1/2' and 'List of Valu...'. The taskbar at the bottom shows various application icons and the system clock '2:38 PM'.

Column Name	Query Val
SOI Code(s)	3410
Percent %	

(Fig. 4)

By clicking on the Project Information Category, you get all the basic project information subcategories to query by (fig. 5). When you click on the actual category names under the subcategories, the query options will be displayed in the “Column Name” section (fig. 6)

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Active

File Edit Query Help

ARIS Ad Hoc Query

Adhoc Query Criteria List

[-] Research Documentation

[-] Project Information

Project Information

Approach

Permanent Budget

Budget Transactions

Investigators

Keywords

National Program

Objectives

Regional Project Informati

Responsible Team

Signature

STP

Column Name	Query Val

Search Criteria

Subject of Investigation (SOI)

SOI Code(s) --> 3410

Query Clear Query

Record: 1/1 ... List of Valu...

adhocquerypresent.wpd

AB Insert Pg 3 Ln 1.53" Pos 2.49"

Start Grou... Micr... Wor... t.Light... RML... Drac... Or...

2:37 PM

(Fig. 5)

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Active

File Edit Query Help

ARIS

Ad Hoc Query

Adhoc Query Criteria List

Research Documentation

Project Information

Project Information

Approach

Permanent Budget

Budget Transactions

Investigators

Keywords

National Program

Objectives

Regional Project Information

Responsible Team

Signature

STP

Column Name	Query Val
Accn No	
Department Code	
Institution Code	
Start Date	
Termination Date	
Project Start (0,1,2,3,4)	
Status Code (A,P,X,E,U)	
Agency	
Project Title	

Search Criteria

Subject of Investigation (SOI)

SOI Code(s) --> 3410

Query Clear Query

Record: 1/36 ... List of Valu...

adhocquerypresent.wpd

AB Insert Pg 4 Ln 6.51" Pos 1"

Start Grou... Micr... Wor... Light... RMI... Orac... Or...

2:39 PM

(Fig. 6)

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Active

File Edit Query Help

ARIS

Ad Hoc Query

Adhoc Query Criteria List

Research Documentation

Project Information

Project Information

Approach

Permanent Budget

Budget Transactions

Investigators

Keywords

National Program

Objectives

Regional Project Information

Responsible Team

Signature

STP

Column Name	Query Val
Modecode 1	36
Modecode 2	
Modecode 3	
Modecode 4	
Proj No 1	
Proj No 2	
Proj No 3	
Proj No 4	
Project Type	D

Search Criteria

Project Information

Status Code (A,P,X,E,U) --> A

Modecode 1 --> 36

Query Clear Query

Record: 25/36 ... List of Valu...

adhocquerypresent.wpd

AB Insert Pg 5 Ln 1" Pos 1"

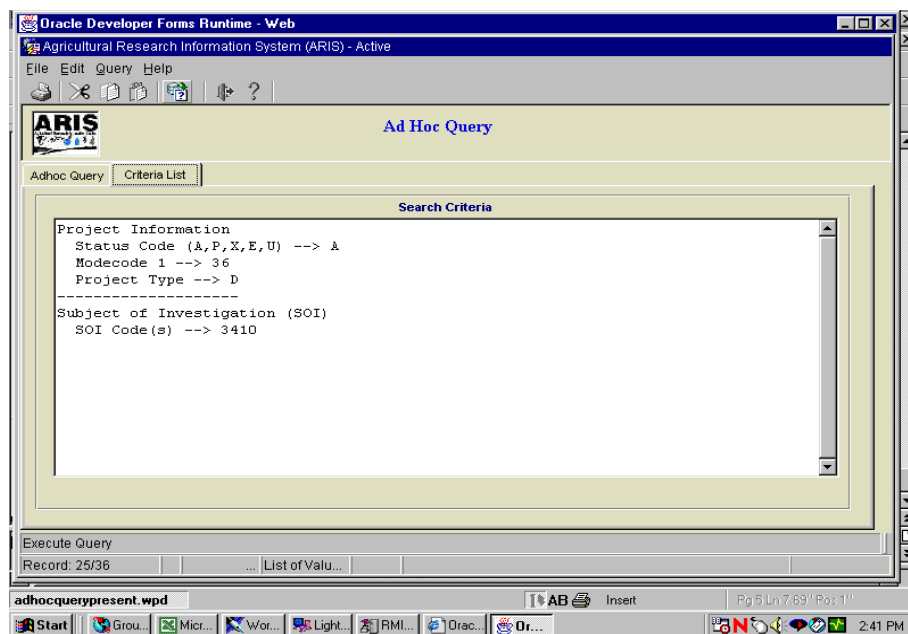
Start Grou... Micr... Wor... Light... RMI... Orac... Or...

2:41 PM

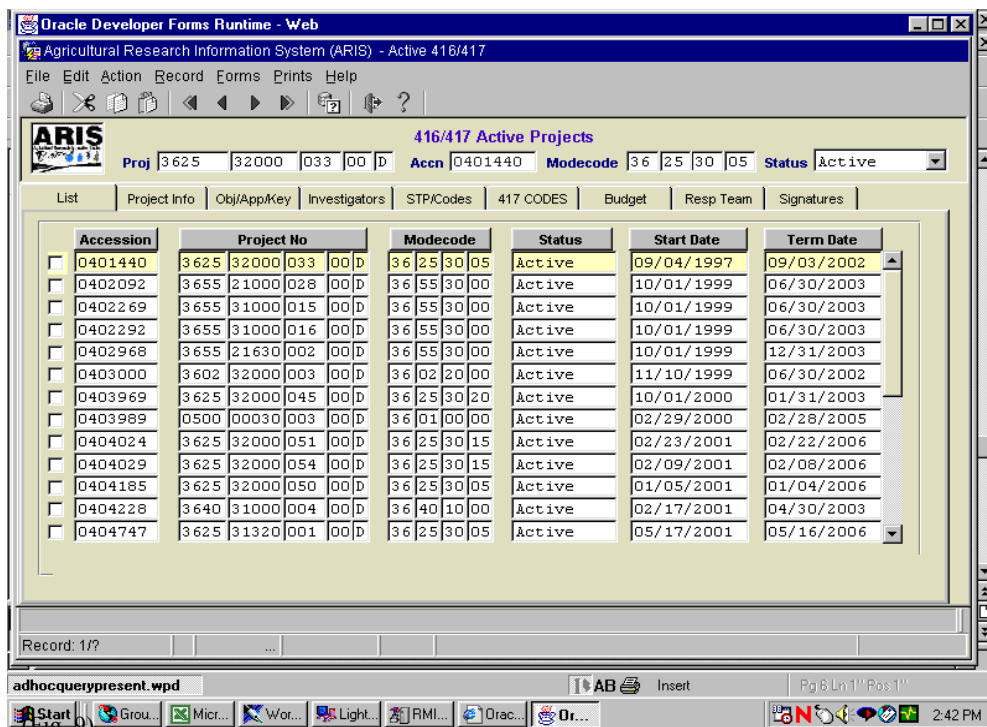
(Fig. 7)

Example:

Searching Mode code 36 (MWA); Active (A), Inhouse (D) projects, with SOI 3410 (fig. 7). In order to see all of your criteria, click on the “Criteria List” tab and a screen will be displayed with all your chosen query criteria (fig. 8). You can do a print screen to keep for your records to do the same search in the future.

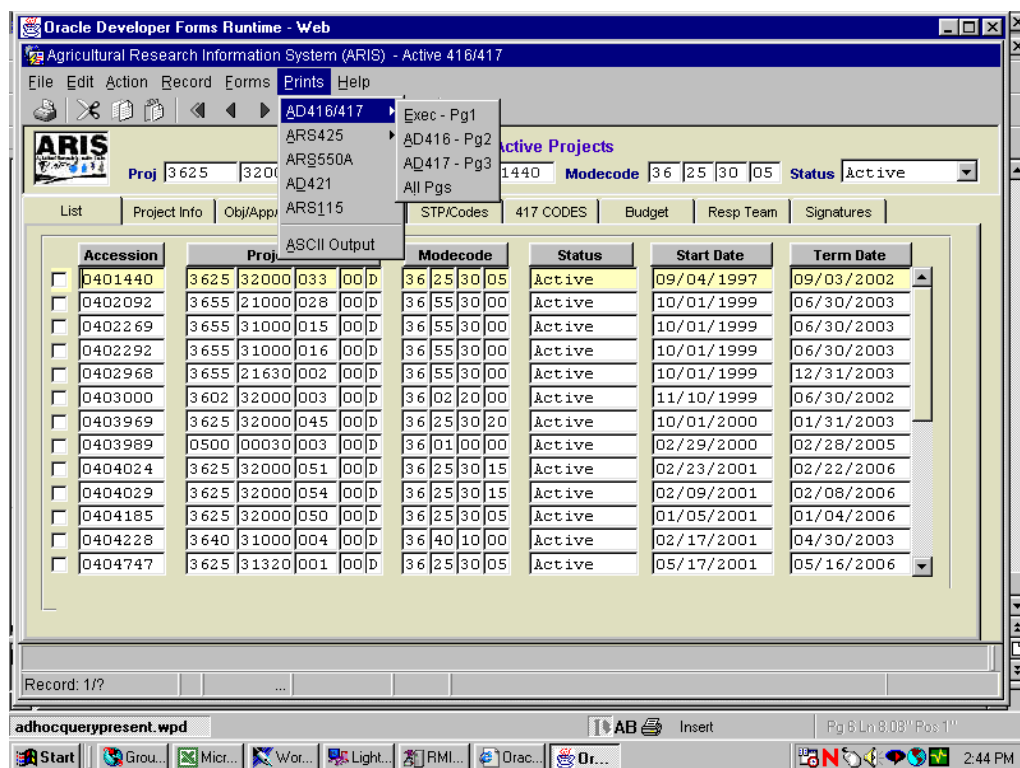


(Fig. 8)



(Fig. 9)

Once all your criteria have been entered, click on the Query button and the system will generate a listing of all the projects that meet the criteria (fig. 9).



(Fig. 10)

In order to view the projects, highlight the line to view, and click on the appropriate tab. In order to print the 416/417, etc., click on "Prints" from the toolbar and then choose the item to be printed (fig. 10). Adobe will automatically display the print file. Click on the Printer icon to print.

National Program Leader Report:

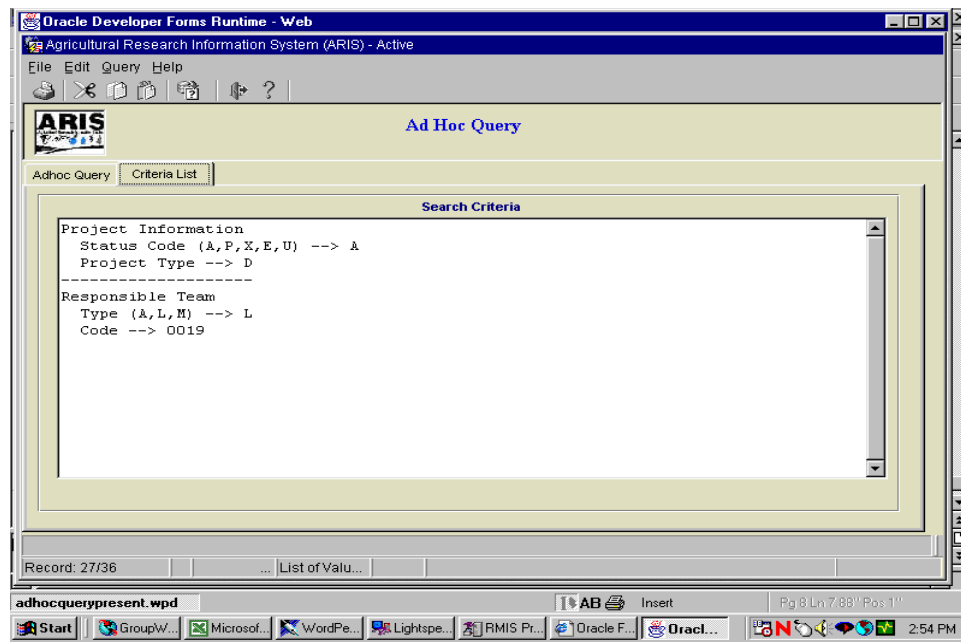
In order to query the system for all projects that a particular NPL is responsible for, you click on the Project Information main category, then Responsible Team. You enter L for Type if you want all the projects the NPL is Leader on, and their signature code. Then click on query (fig. 1).

You also need to make sure you enter “D” for inhouse project type and “A” for active projects or every kind of project and every status will be queried and displayed. These two options are no longer defaulted in the Ad hoc Query option, as they were in RMIS.

Oracle Developer Forms Runtime - Web
Agricultural Research Information System (ARIS) - Active
File Edit Query Help
ARIS
Ad Hoc Query
Adhoc Query Criteria List
Research Documentation
Project Information
Approach
Permanent Budget
Budget Transactions
Investigators
Keywords
National Program
Objectives
Regional Project Informati
Responsible Team
Signature
STP
Column Name Query Val
Type (A, L, M) L
Code 0019
Last Name
First Name
Search Criteria
Responsible Team
Type (A, L, M) --> L
Code --> 0019
Query Clear Query
Record: 1/4 ... List of Valu...
adhocquerypresent.wpd
Start GroupW... Microsof... WordPe... Lightspe... RMIS Pr... Oracle F... Oracle... 2:52 PM

(Fig. 1)

The criteria listing is displayed below to show all the query values that were entered to obtain the listing (fig. 2).

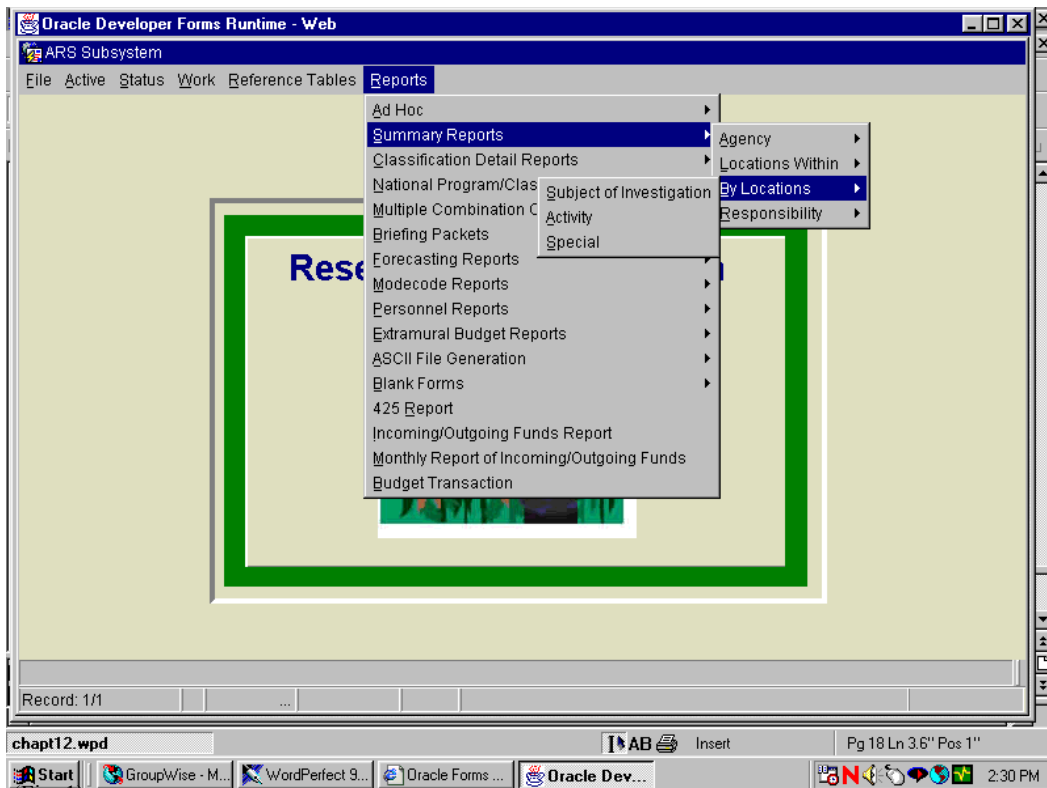


(Fig. 2)

Summary Reports

Summary Reports are “canned” reports, which means they cannot be modified in any way and are standard in format. No querying is available. The options available include: Summary report by Agency or Locations within - SOI, Activity, Special, and STP; Summary by Location for SOI, Activity or Special; Summary of Responsibility in various combinations by ADA or NPL.

In order to retrieve a Summary Report, click on “reports” and then “Summary Reports” (fig. 1). The available options will be displayed. Click on the appropriate option and Adobe Acrobat will automatically display the report. The report can be viewed and/or printed. To print, click on the Printer icon.



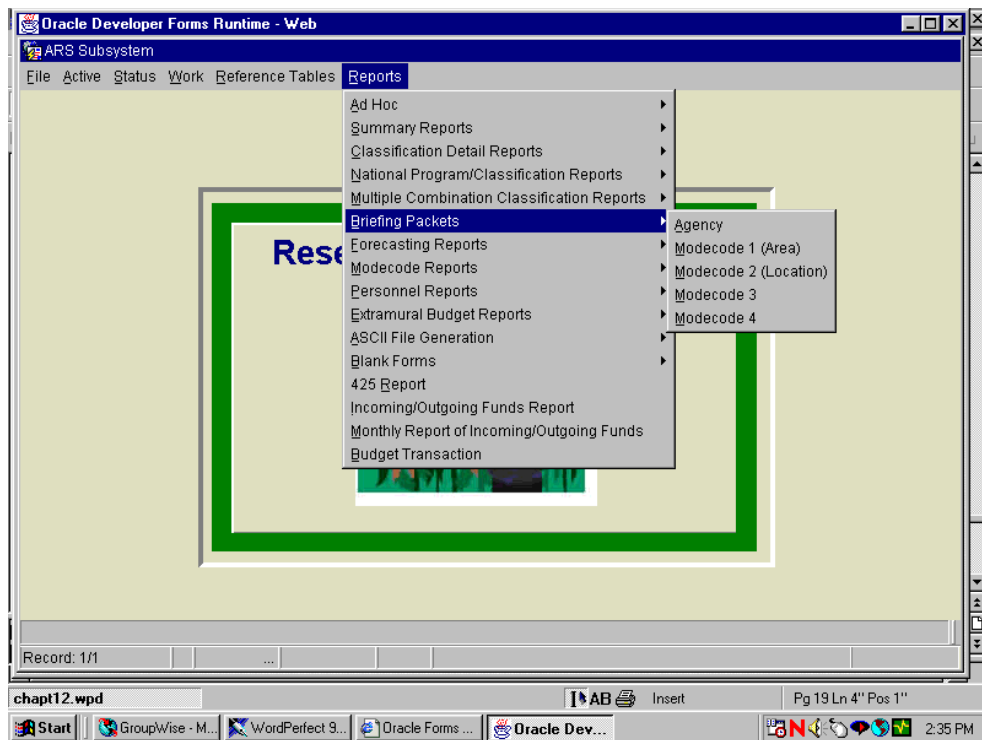
(Fig. 1)

Briefing Packet

The Briefing Packet report allows the user to obtain reports for the Agency, Area, Location, Centers or Management Units. No querying or customizing of reports is available within this option.

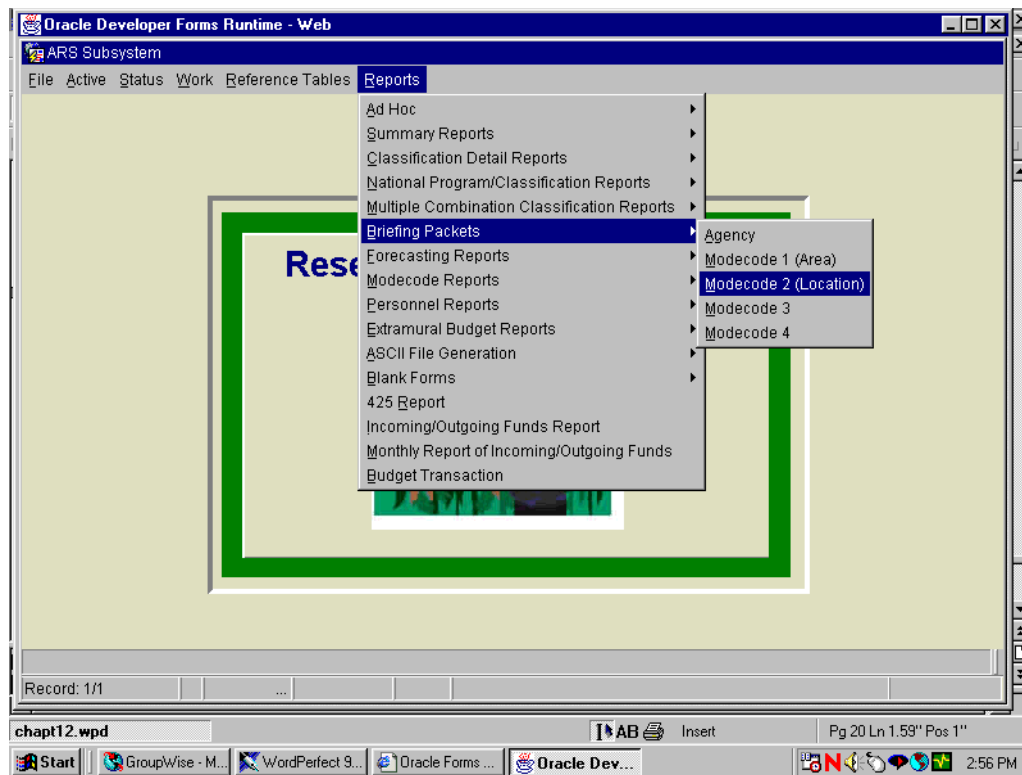
Briefing Packets are a good source of general information pertaining to a specific Management Unit, Location or Area. It is a good packet of information to have for site visits, briefings, or for giving new employees information about the Management Unit and/or Agency. Some of the information obtainable in these reports include: organizational listings, personnel information, inhouse projects, current year funding, breakouts of funding by SOI, and incoming and outgoing funding summaries, just to name a few.

In order to obtain a briefing packet, from the Research Documentation Screen, click on “reports” and then “Briefing Packets” (fig. 1).



(Fig. 1)

Determine which level report is required, and click on the appropriate option (fig. 2). (Ex. Location report for Poplarville MS - Mode code 6404.)



(Fig. 2)

The Briefing Packet options screen will be displayed (fig. 3). Enter the desired mode code by clicking on the "?" to display all the available mode codes. Scroll down the listing or search for the required code. Highlight the code and click on OK and the mode code will be inserted in the briefing packet screen. Then, mark the boxes for the required items that should be included in the report. Once all appropriate boxes are checked, click on the Run Report button at the bottom of the screen (fig. 3).

Adobe Acrobat will automatically display the report. To print, click on the Printer icon.

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS)

File Help

ARIS

Location Briefing Packet

Location

Location Code: 6404 ?

Select the desired Reports to be included in the Packet

<input checked="" type="checkbox"/> Organizational Listing	<input checked="" type="checkbox"/> Subject of Investigation Summary
<input type="checkbox"/> Personnel	<input type="checkbox"/> Activity Summary
<input checked="" type="checkbox"/> Mission Statement	<input type="checkbox"/> Special Class Summary
<input type="checkbox"/> ARS Research Projects	<input type="checkbox"/> Research Accomplishments
<input type="checkbox"/> Current FY Guidelines (D type only)	<input type="checkbox"/> Prior FY Incoming/Outgoing Funds
<input type="checkbox"/> Next FY Guidelines (D type only)	<input type="checkbox"/> Current FY Incoming/Outgoing Funds
<input checked="" type="checkbox"/> ARS Research Projects w/ Obj/App	<input type="checkbox"/> Next FY Incoming/Outgoing Funds
<input type="checkbox"/> Approach Element	<input type="checkbox"/> Current FY Funding Summary
	<input type="checkbox"/> Next FY Funding Summary

Run Report Return

Record: 1/1 <OSC>

chapt12.wpd

Start GroupWise - M... WordPerfect 9... Oracle Forms ... Oracle Dev...

Pg 21 Ln 1" Pos 1"

3:00 PM

(Fig. 3)

Once the Briefing Packets are complete, click on the “Return” button to return to the Research Documentation screen.

General Helpful Information:

- When starting a new ad hoc query, it is best to use the “Clear Query” button at the bottom of the screen to ensure that all values are cleared.
- In large text fields, such as Objective or Approach, always use the % sign after typing in the value.
- The percent (%) sign takes the place of the question mark (?).
- Remember to enter the “D” for inhouse projects and “A” for active projects.
- For a range of values (for coding), use the colon (:) (example: BPMS097:BPMS099)
- For greater than or less than a certain value (percentage), use the colon. (example: national program codes with greater than 50%, enter as: 50:100).
- For more information on searching See Chapter 1 of the ARIS OnLine Manual.